



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

6 December 2024

DIVISION MEMORANDUM

No. GA s. 2024

**Training of Teachers on the Microsoft Productivity Tools for DepEd
Computerization Program Adoption (ELC Package Recipients)**

To: **All Education Program Supervisors All
Public Schools District Supervisors
All Elementary/Secondary School Heads
All other concerned
This Division**

1. The Information and Communication Technology Unit (ICT-Unit) is pleased to announce a Training Workshop on "Training Teachers on Microsoft Productivity Tools for the DepEd Computerization Program Adoption (ELC Package Recipients)." This workshop will take place from December 12 to 15, 2024, at Gloria Fantasyland Function Hall, Dapitan City.
2. This training program is designed to empower educators and DepEd personnel with the skills and knowledge needed to effectively integrate technology into their teaching and administrative practices under the DepEd Computerization Program (DCP). The comprehensive workshop will focus on a variety of Microsoft applications, including **Microsoft Word, PowerPoint, Excel, OneDrive, MS Teams, SharePoint, Forms, Learning Accelerators, and Copilot**. Participants will engage in a combination of **theoretical discussions, hands-on workshops, and collaborative activities** to develop proficiency in these tools, enhancing both teaching-learning processes and administrative efficiency in their respective schools.
3. Participants are required to bring a **laptop** and **extension wires** for hands-on session.
4. See attached list of participants (**see Annex A**).
5. A **two (2)-day service credit/COC** will be granted for services rendered on **December 14 and 15, 2024**.
6. For relevant queries, you may contact **Division ITO Laurence N. Reyes** at **09550578857**.



Sunset Boulevard, Dawo, Dapitan City



(065) 917-5113



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7. Immediate and widest dissemination of this Memorandum is directed.


FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent 



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**Training of Teachers on the Microsoft Productivity Tools for DepEd
Computerization Program Adoption (ELC Package Recipients)
December 12-15, 2024
Gloria Fantasyland Function Hall, Sunset Boulevard, Dapitan City**

LIST OF PARTICIPANTS

Annex A

No.	Name	School	Position	
1	DON DAVID B. CABILIN	Dapitan City National High School	T-I	Participants
2	JEAN J. ELUMBA	Dapitan City Central School	T-III	Participants
3	LORENA O. BALLADARES	Dapitan City Central School	Master Teacher II	Participants
4	ELEONOR R. TABLIGA	Talisay Integrated School	T-I	Participants
5	ROSELYN T. SAGANG	Talisay Integrated School	T-I	Participants
6	JUCIT R. CAGBABANUA	Ilaya National High School	T-III	Participants
7	LANI G. BAES	Ilaya National High School	Master Teacher I	Participants
8	EMMANUEL A. VERANO	Barcelona National High School	Master Teacher I	Participants
9	JULIE FE D. FERRAREN	Barcelona National High School	T-II	Participants
10	EMERITA C. ACOYMO	Aseniero National High School	Master Teacher I	Participants
11	ELTON JAME T. LABOR	Aseniero National High School	Master Teacher	Participants
12	WINDLOVEJUST B. REFUGIO	Potungan National High School	SST-III	Participants
13	MARJORIE D. MALANA	Potungan National High School	Master Teacher II	Participants
14	RIZA T. SALDON	San Vicente Elementary School	T-III	Participants



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15	MARIA FE C. ENGCOL	San Vicente Elementary School	Master Teacher I	Participants
16	JOSEPH GLENN A. ACAYLAR	San Pedro Integrated School	T-I	Participants
17	ELAINE M. BANTILAN	San Pedro Integrated School	Master Teacher I	Participants
18	JUNE MARK L. PADAO	Sicayab Elementary School	T-I	Participants
19	DORIS N. BATION	Sicayab Elementary School	Master Teacher II	Participants
20	KIMBERLY B. UGUIS	Aliguay Integrated School	T-III	Participants
21	LORIE MAE E. LLENA	Aliguay Integrated School	T-I	Participants
22	MERCEDES E. DUYAGUIT	Baylimango National High School	Master Teacher I	Participants
23	QUEENIE GRACE S. ULILA	Baylimango National High School	T-III	Participants
24	JANICE C. SALES	Oro National High School	Master Teacher I	Participants
25	ERWIN C. ALCIDO	Oro National High School	T-III	Participants
26	CHARLYN C. BALUCAN	Tag-ulo Elementary School	T-III	Participants
27	JOSEPHINE S. ALVARADO	Tag-ulo Elementary School	Master Teacher I	Participants
28	JAMES RAY O. ONDAC	Dakak National High School	T-III	Participants
29	MARICRIS EDALYN B. DAGPIN	Dakak National High School	T-II	Participants
30	VISITATION E. BALUCAN	Selinog Integrated School	T-III	Participants
31	JEPHONE P. YORONG	SDO	EPS-LRMS	Resource speaker
32	LOURENCE N. REYES	SDO	ITO	Resource speaker
33	RONEL L. JAMAROLIN	Dapitan City National High School	Master Teacher III	Resource speaker



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34	ROXEN ABAPO	Dapitan City National High School	SST-II	Resource speaker
35	LUZILITO T. DAAN	Ilaya National High School	TIII	Resource speaker
36	JUNE REY E. ABILA	Sulangon National High School	TIII	Resource speaker
37	MARVIN C. JAUCULAN	Dapitan City National High School	T-III	Resource speaker
38	RUBY V. PAGUNTALAN	SDO	PDO-II	PMT/ QAME
39	APRIL ROSE O. CASTOR	SDO	ADA-VI	PMT/Emcee

Training Matrix

Day 1 – December 12

Time	Topic / Activity	Resource Person
7:45-8:30am	Arrival & Registration of Participants	PMT
8:30-9:00am	Opening Program	PMT
9:00-10:30am	Microsoft 365 Overview	Lourence N. Reyes – ITO
10:30-11:30pm	Microsoft One Drive	Jehphone Yorong – EPS
11:30-12:00pm	Workshop	
12:00-1:00pm	Lunch Break	
1:00-2:00pm	Microsoft Forms	Lourence N. Reyes – ITO
2:00-3:00pm	Hands On and Output Presentation	
3:00-4:30	Canva	Marvin C. Jauculan - T-III
4:30-5:00pm	Forum/Wrap UP	

Day 2 – December 13

Time	Activity	Resource Person
7:45-8:30am	MOL	GROUP 1
8:30-10:00am	Microsoft PowerPoint	June Rey E. Abila - T-III
10:00-10:15am	Health Break	



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10:15-12:00nn	Microsoft Word	Ronel L. Jamarolin - MT-III
12:00-1:00pm	Lunch Break	
1:00-3:00pm	Microsoft Excel	Luzilito T. Daan - T-III
3:00-3:15pm	Health Break	
3:15-4:30pm	Hands on and Output Presentation	
4:30-5:00pm	Forum/Wrap UP	

Day 3 – December 14

Time	Activity	Resource Person
7:45-8:30am	MOL	Group 2
8:30-10:30am	Microsoft Teams	Roxen Abapo - TIII
10:30-12:00nn	Hands on and Output Presentation	Roxen Abapo - TIII
12:00-1:00pm	Lunch Break	
1:00-3:00pm	Microsoft SharePoint	June Rey E. Abila - T-III
3:00-3:15pm	Health Break	
3:15-4:30pm	Hands on and Output Presentation	Elizabeth S. Teves - TIII
4:30-5:00pm	Forum/Wrap up	

Day 4 – December 15

Time	Activity	Resource Person
7:45-8:30am	MOL	Group 3
8:30-10:00am	Learning Accelerators	Ronel L. Jamarolin - MT-III
10:00-12:00nn	Hands On	
12:00-1:00pm	Lunch Break	
1:00-3:00pm	Microsoft Copilot	Luzilito T. Daan - T-III
3:15-4:00pm	Workplace Application Plan	Jehphone Yorong - EPS
4:00-5:00pm	<i>And Closing Program / Awarding of Certificates</i>	PMT



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